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STATE PROCUREMENT OFFICE**

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SPO Price List No. 04-11

To: All Department Heads
Executive Branch

From: Procurement Officer

Subject: Executive Stationery

In response to requirements you submitted on SPO Circular No. C04-2, the State Procurement Office solicited informal bids to purchase executive stationery. You are now requested to issue purchase orders to the following company. Agencies are instructed to obtain the appropriate Vendor Code for remittance purposes from the "Alphabetical Vendor Edit Table Report" and annotate the vendor code on their purchase orders.

Hagadone Printing Company
274-Puuhale Road
Honolulu, Hawaii 96819

Attention: Mr. Alvin Kajioka
Telephone: 852-6391
Fax: 841-0094

The letterhead will be printed according to these specifications: 8-1/2" x 11", two-color letterhead, fluorescent white opaque, Crane's Crest 24#, 100 cotton fibre stock, fully engraved gold State seal and flat black lettering. The bid price per ream (500 sheets) is **\$81.60**, which includes taxes and delivery charges. Be sure to include exact delivery and billing information on your purchase order. Your order may be increased but not decreased.

The pricing on engraved envelopes remains very high. You are therefore advised to purchase envelopes from Correctional Industries. Please refer to SPO Price List No. 01-15 for ordering instructions.

The deadline to submit purchase orders to Hagadone Printing Company is **December 19, 2003**. Delivery should be completed by mid February, 2004. Any questions regarding this matter may be directed to Ms. Cara Sakata at telephone (808) 586-0563, facsimile (808) 586-0570 or email at cara.sakata@hawaii.gov.

ROBERT J. GOVERNS, CPPB
Procurement Officer

Attach.